



Canllaw

Sut i wneud cais am help i dalu ffioedd

Efallai na fydd yn rhaid i chi dalu ffi llys neu dribiwnlys, neu efallai y cewch chi ostyngiad

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Pwy sy'n gallu cael help i dalu ffioedd?

Efallai na fydd yn rhaid i chi dalu ffi, neu efallai y cewch chi ostyngiad os:

- mai dim ond symiau bach o gynilion a buddsoddiadau sydd gennych
- a'ch bod yn derbyn budd-daliadau penodol
- neu ar incwm isel

Mae cael help i dalu ffioedd yn cei alw'n 'dileu ffi' weithiau.

Fel arfer dim ond unigolion sy'n gallu gwneud cais am help i dalu ffioedd. Mae rhai eithriadau, er enghraifft:

- unig fasnachwyr (pobl sy'n rhedeg eu busnes eu hunain)
- elusennau a sefydliadau di-elw sy'n dod ag achos i Oruchaf Lys y DU
- cwmnïau sy'n gwneud cais i'r Tribiwnlys Apeliadau Hapchwarae

Eich manylion personol (cwestiwn 1)

Mae angen i'r llys neu dribiwnlys gael y manylion hyn i'ch adnabod chi, yn ogystal â'ch achos neu hawliad.

Fel arfer bydd eich rhif Yswiriant Gwladol ar lythyrau oddi wrth y ganolfan waith, ar eich slip cyflog, neu P60. Os na allwch ddod o hyd iddo, ewch i: gov.uk/lost-national-insurance-number

Eich statws (cwestiwn 2)

Os ydych mewn cwpl, bydd sefyllfa ariannol eich partner yn cael ei hystyried a rhaid i chi roi manylion am gynilion ac incwm eich partner.



Dewiswch 'yn briod neu'n byw gyda rhywun ac yn rhannu incwm' os ydych:

- yn briod
- yn bartneriaid sifil
- yn cyd-fyw fel pe baech yn briod neu mewn partneriaeth sifil
- yn byw yn yr un cyfeiriad ac yn rhannu incwm
- yn gwbl sydd wedi'i orfodi i fyw ar wahân, ee lle mae un neu ddau ohonoch yn y Lluoedd Arfog, yn y carchar neu'n byw mewn gofal preswyl



Dewiswch 'sengl' os ydych yn dibynnu ar eich incwm eich hun neu os yw'ch achos yn ymwneud â'ch partner, er enghraifft:

- ysgariad, diddymu neu ddirymu priodas (oni bai'ch bod wedi ailbriodi neu'n byw gyda phartner newydd)
- cydnabod rhyw
- trais domestig
- priodas dan orfod

Dylech ddewis sengl hefyd os ydych chi a'ch partner yn rhan o grŵp ffi luosog..

Am eich cais (cwestiwn 3)

Bydd angen i chi roi enw neu rif y ffurflen llys neu dribiwnlys rydych yn ei defnyddio.

Fel arfer bydd enw'r ffurflen ar frig y ffurflen, a'r rhif ar y gwaelod.

Os nad oes gennych enw neu rif ffurflen, er enghraifft am eich bod yn gwneud cais am help i dalu ffi gwrandawriad, yna rhowch 'ffi gwrandawriad' yn ateb i'r cwestiwn hwn.

Os nad ydych yn gwybod yr ateb i'r cwestiwn hwn, gadewch y blwch yn wag.

Dod o hyd i rif yr achos, hawliad neu 'hysbysiad talu' (cwestiwn 4)

Mae'r llys neu dribiwnlys yn creu cyfeirnod ar gyfer pob achos. Mae hwn yn cael ei alw weithiau'n rhif hawliad, rhif achos neu rif 'hysbysiad talu'.

Os yw'ch achos yn mynd ymlaen ar hyn o bryd, bydd y cyfeirnod ar lythyrau oddi wrth y llys neu dribiwnlys.

Os nad oes gennych gyfeirnod (efallai am nad yw'ch achos wedi dechrau) gadewch y blwch hwn yn wag.

Talu ffi am achos profiant (cwestiwn 5)

Bydd hyn yn digwydd pan ydych yn gwneud cais am yr hawl i ddelio ag adeiladau, arian ac eiddo ('ystad') rhywun sydd wedi marw yng Nghymru neu Loegr.

Dim ond ar gyfer y ffi am ymgeisio am 'grant cynrychioli' a 'cyflwyno cafeat' y gallwch gael help.

Mewn achosion lle mae atwrnai (cynrychiolydd) yn gweithredu ar ran rhywun sy'n ymgeisio am grant cynrychiolaeth, bydd yn rhaid i'r atwrnai lenwi'r ffurflen 'Help i dalu ffioedd' ar sail ei amgylchiadau ei hun.

Mae rhagor o wybodaeth am brofiant yn: gov.uk/wills-probate-inheritance

Gwneud cais am ad-daliad os ydych wedi talu ffi'n barod (cwestiwn 6)

Gallwch wneud cais i gael rhan neu'r cyfan o'ch arian yn ôl os ydych wedi talu ffi yn y 3 mis diwethaf. Fodd bynnag, byddai'n rhaid i chi fod yn gymwys pan oeddech wedi talu'r ffi.

Os ydych yn gwneud cais am ad-daliad, atebwch gwestiynau 7 i 11 drwy roi gwybodaeth am eich amgylchiadau pan oeddech wedi talu'r ffi. Dylech hefyd gynnwys 'prawf o dalu' y ffi gyda'ch cais, ee derbynneb neu ddatganiad banc..

Eich cynilion a buddsoddiadau (cwestiynau 7 ac 8)

Dechreuwch drwy adio'ch cynilion. **Os oes partner gennych, cofiwch gynnwys cynilion eich partner hefyd.** (Gweler yr wybodaeth am 'Eich statws' ar dudalen 3 os nad ydych yn sicr a ddylech gynnwys cynilion eich partner.).



Beth i'w gynnwys mewn cynilion a buddsoddiadau:

- arian mewn ISA ac unrhyw gyfrif cynilo arall
- cyfrifon cynilo ar y cyd rydych yn eu rhannu â'ch partner
- bondiau cyfradd sefydlog neu fondiau buddsoddi
- unrhyw gyfandaliad (ee tâl am golli swydd)
- stociau a chyfrannau
- cronfeydd ymddiriedolaeth (neu unrhyw fath arall o gronfa)
- ail gartrefi
- unrhyw arian neu eiddo y tu allan i'r DU



Peidiwch â chynnwys y canlynol yng nghyfanswm eich cynilion:

- cyflog neu fudd-daliadau
- cyfrifon cynilo ar y cyd rydych yn eu rhannu â'ch partner os yw'ch achos yn ymwneud ag ysgariad neu gydnabod rhyw (gweler rhagor am 'Eich statws' ar dudalen 3)
- pensiynau personol
- gwerth cyfalaf busnesau pobl hunangyflogedig
- benthyciadau myfyrwyr
- dyfardaliadau am ddiswyddo annheg
- arian o'r cynllun digolledu am anafiadau troseddol
- dyfardaliadau am esgeuluster meddygol neu anaf personol
- unrhyw ddigollediad dan gynllun statudol mewn perthynas â Mesothelioma

Os yw'ch cynilion yn llai na £3,000, byddwch yn gallu cael help i dalu'ch ffi, ar yr amod eich bod yn derbyn budd-daliadau penodol (gweler tudalen 7) neu ar incwm isel (gweler tudalen 11).

Os yw'ch cynilion yn fwy na £3,000, gweler y tabl isod.

Os yw'ch ffi llys neu dribiwnlys:	Rhaid i'ch cynilion a buddsoddiadau fod yn llai na'r swm hwn:
Hyd at £1,000	£3,000
Rhwng £1,001 – £1,335	£4,000
Rhwng £1,336 – £1,665	£5,000
Rhwng £1,666 – £2,000	£6,000
Rhwng £2,001 – £2,330	£7,000
Rhwng £2,331 – £4,000	£8,000
Rhwng £4,001 – £5,000	£10,000
Rhwng £5,001 – £6,000	£12,000
Rhwng £6,001 – £7,000	£14,000
£7,001 neu fwy	£16,000

Os ydych yn 61 oed neu'n hŷn a bod gennych gynilion o £16,000 neu lai, mae'n bosibl y gallwch gael help i dalu'ch ffi.

Os oes gennych swm sy'n fwy na hyn, mae'n annhebygol y gallwch gael help ariannol.

Budd-daliadau (cwestiwn 9)

Gallwch gael help i dalu ffioedd os yw swm eich cynilion yn fach (gweler tudalen 6) a'ch bod yn derbyn un o'r budd-daliadau hyn:

- Lwfans Ceisio Gwaith yn Seiliedig ar Incwm (JSA)
- Lwfans Cyflogaeth a Chymorth yn Seiliedig ar Incwm (ESA)
- Cymhorthdal Incwm
- Credyd Cynhwysol (a'ch bod yn ennill llai na £6,000 y flwyddyn)
- Pensiwn y Wladwriaeth (gyda Chredyd Gwarant)
- Cymorth Cyfreithiol yr Alban

Byddwn yn cysylltu â'r Adran Gwaith a Phensiynau i gadarnhau eich bod yn cael (neu wedi cael) un o'r budd-daliadau hyn. Gallem gysylltu â chi hefyd os bydd angen i ni weld tystiolaeth ychwanegol.

Os ydych newydd ddechrau derbyn un o'r budd-daliadau hyn

(er enghraifft, yn y dyddiau diwethaf), mae'n bosibl na fydd ein staff yn gallu cadarnhau'ch bod yn gymwys drwy gysylltu â'r Adran Gwaith a Phensiynau. Os felly, dylech ddarparu llythyr oddi wrth y ganolfan waith.

Plant sy'n byw gyda chi, neu'n cael eu cynnal yn ariannol gennyh (cwestiwn 10)

Mae angen i chi roi manylion am unrhyw blant rydych yn eu cynnal yn ariannol.

Mae hyn yn cynnwys plant sydd:

- o dan 16 oed ac yn byw gartref gyda chi
- rhwng 16 – 19 oed, yn sengl, yn byw gartref gyda chi ac mewn addysg amser llawn (heb gynnwys astudio am radd neu gymhwyster addysg uwch arall). Gweler: gov.uk/child-tax-credit-when-child-reaches-16
- plentyn nad yw'n byw gyda chi, ond eich bod chi (neu'ch partner) yn gwneud taliadau cynhaliaeth rheolaidd ar ei gyfer

Cyfanswm eich incwm misol (cwestiwn 11)

Ysgrifennwch y swm o arian rydych yn ei gael bob mis **cyn** tynnu unrhyw daliadau am dreth neu Yswiriant Gwladol.

Beth i'w gynnwys mewn incwm:

- cyflog
- rhai budd-daliadau (gweler y rhestr ar dudalennau 10–11 i weld pa fudd-daliadau na ddylech eu cynnwys)
- pensiynau (pensiwn y wladwriaeth, pensiwn gwaith neu breifat heb gredyd gwarant)
- rhent oddi wrth rywun sy'n byw gyda chi ac mewn adeiladau eraill sy'n eiddo i chi
- taliadau gan berthnasau
- taliadau cynhaliaeth, ee gan gyn-briod
- incwm o werthu nwyddau'n gyhoeddus neu'n breifat, gan gynnwys dros y rhynggrwyd

Ble i gael gwybodaeth am eich incwm

Cyflog	<p>Bydd eich cyfanswm misol (cyn talu treth ac yswiriant gwladol) ar eich slip cyflog os ydych yn cael un.</p> <p>Os ydych yn cael eich talu'n wythnosol, lluoswch eich tâl wythnosol â 52, a'i rannu wedyn â 12. Bydd hyn yn rhoi cyfanswm misol i chi.</p> <p>Os ydych yn hunangyflogedig ac yn ennill gwahanol symiau bob mis, rhannwch eich incwm blyneddol gros o'r flwyddyn ariannol ddiwethaf â 12. Dyma'r ffigur i'w roi am eich cyfanswm misol.</p>
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Budd-dal Plant, Credyd Treth Gwaith a Chredyd Treth Plant	Fel arfer bydd y swm misol ar dudalen olaf y llythyr oddi wrth Cyllid a Thollau EM (HMRC) sy'n cadarnhau'ch bod yn derbyn Budd-dal Plant, Credyd Treth Gwaith neu Gredyd Treth Plant.
Lwfans Ceisio Gwaith yn Seiliedig ar Gyfraniadau (JSA), Lwfans Cyflogaeth a Chymorth yn Seiliedig ar Gyfraniadau (ESA), a Chredyd Cynhwysol	Fel arfer bydd y swm misol yn y llythyr oddi wrth yr Adran Gwaith a Phensiynau (DWP) sy'n cadarnhau'ch bod yn derbyn y budd-dal. Dim ond os ydych yn ennill mwy na £6,000 y flwyddyn y dylech gynnwys Credyd Cynhwysol yn eich incwm.
Pensiwn	Bydd eich swm pensiwn misol ar eich datganiad pensiwn.
Datganiad Incwm a Gwariant Carcharor	Bydd swm eich incwm misol ar eich Datganiad Incwm a Gwariant Carcharor os ydych yn garcharor.

Cynnwys incwm eich partner

Os oes partner gennych chi, cofiwch gynnwys unrhyw arian mae'ch partner yn ei gael hefyd. Gweler yr wybodaeth am 'Eich statws' ar dudalen 3 os nad ydych yn sicr a ddylech gynnwys incwm eich partner.

Incwm misol arall

Os ydych yn cael arian o rywle arall (nad yw'n un o'r budd-daliadau sydd wedi'u rhestru uchod neu yng nghwestiwn 9), gallwch ei gofnodi yn y rhes olaf yn y tabl am eich incwm, lle mae'n dweud 'Incwm misol arall'.

Os ydych yn byw y tu allan i'r DU

Troschwch eich incwm misol yn bunnoedd sterling (GBP) gan ddefnyddio'r gyfradd gyfnewid gyfredol. Bydd ein staff yn ystyried newidiadau bach yn y gyfradd gyfnewid rhwng yr adeg rydych yn llenwi'r cais a dyddiad ei asesu.



Peidiwch â chynnwys y budd-daliadau hyn yn eich incwm:

- Taliad Annibyniaeth y Lluoedd Arfog (AFIP)
- Lwfans Gweini
- Bonws Dychwelyd i'r Gwaith
- Lwfans Profedigaeth
- Blaendaliadau Cyllidebu a delir o dan y Credyd Cynhwysol
- Benthyciad Cyllidebu
- Lwfans Gofalwr
- Elfen Gofalwr y Credyd Cynhwysol
- Elfen Gofal Plant y Credyd Treth Gwaith
- Elfen Gofal Plant y Credyd Cynhwysol
- Taliad Tywydd Oer
- Lwfans Gweini Cyson
- Taliadau uniongyrchol a wneir o dan Ofal Cymunedol, Gwasanaethau i Ofalwyr a Gwasanaethau Plant
- Lwfans Byw i'r Anabl (DLA)
- Elfennau Anabledd ac Anabledd Difrifol y Credyd Treth Plant
- Elfennau Plentyn ag Anabledd ac Anabledd Difrifol y Credyd Treth Gwaith
- Elfennau Plentyn ag Anabledd ac Anabledd Difrifol y Credyd Cynhwysol
- Lwfans Anabledd Difrifol Eithriadol
- Cymorth ariannol o dan gytundeb ar ofal maeth plentyn
- Taliad Angladd
- Budd-dal Tai
- Elfen Credyd Tai'r Credyd Pensiwn
- Elfen Tai'r Credyd Cynhwysol
- Budd-dal Anabledd Anafiadau Diwydiannol

- Taliadau Cronfa Byw'n Annibynnol
- Elfen Gallu Cyfyngedig i Weithio'r Credyd Cynhwysol
- Taliad Annibyniaeth Bersonol (PIP)
- Unrhyw bensiwn a delir o dan Orchymyn Pensiwn Gwasanaeth y Lluoedd Morol, Milwrol ac Awyr etc (Anabledd a Marwolaeth) 2006
- Lwfans Anabledd Difrifol
- Blaendaliadau Budd-dal Tymor Byr (STBAs)
- Blaendaliadau'r Credyd Cynhwysol
- Lwfans Rhiant Gweddwr

Sut y mae'ch incwm yn effeithio ar eich gallu i gael help i dalu'ch ffi

Gallwch gael help i dalu ffioedd os yw swm eich cynilion yn fach (gweler tudalen 5) a bod eich incwm misol yn llai na'r swm yn nhabl 1.

Tabl 1	Sengl	Mewn cwpl
Incwm mwyaf	£1,085 ynghyd â £245 am bob plentyn sydd gennych	£1,245 ynghyd â £245 am bob plentyn sydd gennych
Er enghraifft:		
1 plentyn	£1,330	£1,490
2 blentyn	£1,575	£1,735

Os yw'ch incwm misol:

- **yn llai na'r swm yn nhabl 1** (a bod swm eich cynilion yn llai na'r swm ar dudalen 5), yna ni fydd yn rhaid i chi dalu'ch ffi

- **yn fwy na'r swm yn nhabl 1**, gweler tabl 2 isod

Tabl 2	Sengl	Mewn cwpl
Incwm mwyaf	£5,085 ynghyd â £245 am bob plentyn sydd gennych	£5,245 ynghyd â £245 am bob plentyn sydd gennych
Er enghraifft		
1 plentyn	£5,330	£5,490
2 blentyn	£5,575	£5,735

Os yw'ch incwm misol:

- yn llai na'r swm yn nhabl 2 (a bod swm eich cynilion yn llai na'r swm ar dudalen 5 hefyd), yna gallech fod yn gymwys i gael gostyngiad yn eich ffi. Gweler 'Talu rhan o'r ffi' isod

- yn fwy na'r swm yn nhabl 2, ni fyddwch yn gallu cael help i dalu'ch ffi

Talu rhan o'r ffi

Dilynwch y camau hyn i gael gwybod faint o ostyngiad y gallech ei gael yn eich ffi.

1. Dechreuwch â'ch incwm misol a thynnu'r swm yn nhabl 1 sy'n gymwys i'ch sefyllfa chi.
2. Talgrynnwch y ffigur i lawr i'r £10 agosaf. Er enghraifft, bydd £428 yn dod yn £420.
3. Rhannwch y swm hwn â 2 i gael y swm y byddai'n rhaid i chi ei dalu.

Ysgrifennwch siec am y swm rydych wedi'i gyfrifo a'i chyflwyno gyda'ch cais am help i dalu ffioedd. Gwnewch y siec yn daladwy i 'Gwasanaeth Llysoedd a Thribiwnlysoedd EM'.

Os nad ydych yn sicr faint y dylech ei dalu, gall ein staff gyfrifo'r swm a rhoi gwybod i chi.

Darparu tystiolaeth o'ch incwm

Mae'n bosibl y byddwch yn cael llythyr oddi wrth y llys neu dribiwnlys yn gofyn am dystiolaeth o'ch incwm. Os byddwch yn cael llythyr o'r fath, bydd angen i chi anfon datganiadau banc yn ogystal â slipiau cyflog, llythyrau oddi wrth y ganolfan waith neu ffurflenni treth. Bydd ein staff yn rhoi gwybod i chi beth yn union y mae angen iddynt ei weld.

Nid oes angen i chi anfon tystiolaeth o'ch incwm oni bai'ch bod yn cael llythyr yn gofyn am hynny.

Llofnodi'r ffurflen (cwestiwn 13)

Rhaid i chi lofnodi a dyddio'r datganiad a'r datganiad o'r gwirionedd i gadarnhau bod yr holl wybodaeth rydych wedi'i rhoi'n gywir. Os gwelir eich bod wedi rhoi gwybodaeth sy'n anghywir neu'n anonest o fwriad, gellir dod ag achos troseddol yn eich erbyn am dwyll.

Chi yw'r unig un a gaiff lofnodi a dyddio'r datganiad a'r datganiad o'r gwirionedd.

Hawliadau neu geisiadau gan nifer o bobl

Mewn rhai llysoedd a thribiwnlysoedd ceir achosion lle mae dau neu ragor o bobl wedi'u henwi ar yr un ffurflen hawlio. Yr enw ar hyn yw hawliad neu gais lluosog.

Pan geir hawliad neu gais lluosog, bydd pawb sy'n gysylltiedig yn gyfrifol am y ffioedd y mae angen eu talu. Dylai pob person wneud cais 'Help i dalu ffioedd' ar wahân.

Os bydd un o'r grŵp nad yw'n gymwys i gael help i dalu'r ffi, yna bydd yn rhaid i'r person hwnnw ei thalu.

Ni fydd neb yn gorfod talu mwy nag y byddai wedi gwneud pe byddai wedi gwneud cais ar ei ben ei hun.

Ble i anfon eich cais

Ffioedd llysoedd a thribiwnlysoedd

Ar ôl ei llenwi, anfonwch y ffurflen i'r llys, tribiwnlys neu swyddfa brofiant sy'n delio â'ch achos neu hawliad.

Mae manylion cyswllt ar gael yn: gov.uk/find-court-tribunal

Ffioedd tribiwnlysoedd cyflogaeth

Os ydych yng Nghymru neu Loegr , anfonwch eich ffurflen i:	Os ydych yn yr Alban , anfonwch eich ffurflen i:
Swyddfa Ganolog y Tribiwnlys Cyflogaeth / Employment Tribunal Central Office neu Swyddfa Ganolog y Tribiwnlys Apeliadau Cyflogaeth / Employment Appeal Tribunal Central Office PO Box 10218 Caerlŷr LE1 8EG (DX 743093 Leicester 35)	Employment Tribunals Central Office neu Scotland Employment Appeal Tribunal Fees PO Box 27105 Glasgow G2 9JR (DX 580003 Glasgow 17)

Beth fydd yn digwydd nesaf

Bydd ein staff yn ceisio prosesu'ch cais o fewn 5 niwrnod gwaith. Byddwch yn cael llythyr os bydd eich cais yn aflwyddiannus, neu os oes angen i chi ddarparu rhagor o wybodaeth. Er enghraifft, efallai y gofynnir i chi anfon tystiolaeth o'ch incwm.

Sut i apelio

Gallwch apelio os na fydd eich cais am help i dalu'ch ffi yn llwyddiannus a'ch bod yn anghytuno â'r penderfyniad.

Bydd angen i chi ysgrifennu at 'rheolwr cyflawni' y llys neu dribiwnlys erbyn y dyddiad sydd wedi'i nodi yn y llythyr gwrthod a gawsoch (a fydd fel arfer tua 14 diwrnod ar ôl y diwrnod y cawsoch chi'r llythyr). Dywedwch pam nad

ydych yn fodlon â'r penderfyniad a rhowch unrhyw dystiolaeth a fydd yn ategu'ch apêl.

Byddwch yn clywed oddi wrth y rheolwr cyflawni o fewn 10 niwrnod gwaith.

Os bydd y rheolwr cyflawni yn gwrthod eich apêl, bydd gennych hawl i gysylltu â 'rheolwr gweithrediadau' y llys neu dribiwnlys o fewn 14 diwrnod ar ôl y dyddiad y cafodd eich apêl ei gwrthod. Bydd yn ystyried eich cais am apêl ac yn gwneud penderfyniad terfynol.

Os ydych yn debygol o brofi caledi eithriadol

Gallwch ofyn i reolwr cyflawni'r llys neu dribiwnlys ailystyried eich cais os bydd peidio â chael help i dalu'ch ffi yn achosi caledi eithriadol i chi. Mae caledi'n golygu rhywbeth sy'n cael effaith sylweddol ar eich bywyd o ddydd i ddydd, ee ni fyddwch yn gallu talu'ch rhent.

Bydd y rheolwr cyflawni yn eich holi am eich incwm, cynilion a threuliau. Bydd hefyd am wybod pam y byddwch yn profi caledi eithriadol os bydd yn rhaid i chi dalu'ch ffi.

Ni fyddwch yn cael eich ystyried yn rhywun sydd mewn perygl o brofi caledi eithriadol oherwydd eich statws yn unig, er enghraifft, os ydych yn ddi-waith, yn weithiwr tymhorol neu ran-amser, yn fyfyrwr neu'n garcharor.

Beth i'w wneud mewn argyfwng

Os bydd angen i chi gael penderfyniad yn gynt na 5 niwrnod gwaith, gall rheolwr cyflawni'r llys neu dribiwnlys wneud penderfyniad ynghylch a fyddwch yn cael help i dalu'ch ffi.

Mae argyfyngau'n cynnwys achosion sy'n ymwneud â'r canlynol:

- atal camau i droi tenant allan
- deiseb ansolfedd gan ddyledwr
- plant neu oedolion agored i niwed
- trais domestig
- gwaharddebau
- darpariaethau 'y tu allan i oriau' yn y Llysoedd Barn Brenhinol

Cysylltiadau defnyddiol

Cyngor ar Bopeth

www.citizensadvice.org.uk
www.adviceguide.org.uk
 neu chwiliwch yn y Tudalennau
 Melyn am y swyddfa leol

Cyngor Cyfreithiol Sifil

www.gov.uk/civil-legal-advice

Bwrdd Cymorth Cyfreithiol yr Alban

www.slab.org.uk
 0131 226 7061

Yr Adran Gwaith a Phensiynau

www.gov.uk/dwp

Gwasanaeth Llysoedd a Thribiwnlysoedd EM

www.gov.uk/government/organisations/hm-courts-and-tribunals-service

Cyllid a Thollau EM

www.hmrc.gov.uk
 Llinell Gymorth Credyd Treth
 0345 300 3900

Canolfan Byd Gwaith

www.gov.uk/contact-jobcentre-plus
 0345 604 3719

Y Gwasanaeth Pensiwn

www.gov.uk/contact-pension-service
 0800 731 7898

Asiantaeth Pensiynau Cyhoeddus yr Alban

www.sppa.gov.uk
 01896 893000

Os oes arnoch angen cael y daflen hon mewn fformat gwahanol, er enghraifft, mewn print bras, cysylltwch â'ch llys neu dribiwnlys lleol i gael cymorth.

Os oes gennych anabledd sy'n ei gwneud yn anodd i chi fynd i lys neu dribiwnlys neu gyfathrebu, cysylltwch â'r llys neu dribiwnlys a byddant yn gallu'ch helpu.

Mae manylion cyswllt ein holl lysoedd a thribiwnlysoedd ar gael ar-lein yn: gov.uk/find-court-tribunal



Guide

How to apply for help with fees

You may not have to pay a court or tribunal fee, or you may get some money off

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Who can get help with fees?

You may not have to pay a fee, or you may get some money off if you:

- only have a small amount of savings and investments
- and receive certain benefits
- or are on a low income

Help with fees is sometimes known as 'fee remission'.

Usually only individuals can apply for help with fees. There are some exceptions, for example:

- sole traders (people who run their own business)
- charities and not-for-profit organisations who are making a case to the UK Supreme Court
- companies applying to the Gambling Appeals Tribunal

Your personal details (question 1)

The court or tribunal need these details to identify you, as well as your case or claim.

You can usually find your National Insurance number on letters from the jobcentre, your payslip, or P60. If you can't find it, see: gov.uk/lost-national-insurance-number

Your status (question 2)

If you're part of a couple, your partner's financial situation will be taken into consideration and you must give details of their savings and income.



Choose 'married or living with someone and sharing an income' if you're:

- married
- civil partners
- living together as if you are married or in a civil partnership
- living at the same address with a joint income
- a couple forced to live apart, eg where one or both is serving in the Armed forces, in prison or living in residential care



Choose 'single' if you rely on your own income or your case involves your partner, for example:

- divorce, dissolution or annulment (unless you have married again or live with a new partner)
- gender recognition
- domestic violence
- forced marriage

You should also choose single if you and your partner are both part of a multiple fee group.

About your application (question 3)

You need to give the name or number of the court or tribunal form that you're using.

You can usually find the form name at the top of the form, and the number at the bottom.

If you don't have a form name or number, for example if you're applying for help with a hearing fee, then write 'hearing fee' as the answer to this question.

If you don't know the answer to this question, leave it blank.

Finding your case, claim or 'notice to pay' number (question 4)

The court or tribunal creates a reference number for every case. This is sometimes called a claim number, case number, or 'notice to pay' number.

If your case is ongoing then you'll find the reference number on letters from the court or tribunal.

If you don't have a reference number (this might be because your case hasn't started yet) leave this question blank.

Paying a fee for a probate case (question 5)

This is when you are applying for the right to deal with the property, money and belongings (the 'estate') of someone who has died in England or Wales.

You can only get help with the fee for applying for a 'grant of representation' and 'submitting a caveat'.

In cases where an attorney (a representative) is acting for someone applying for a grant of representation, then the attorney will have to complete the 'Help with fees' form based on their own circumstances.

See more about probate: gov.uk/wills-probate-inheritance

Applying for a refund if you've already paid the fee (question 6)

You can apply to get some, or all of your money back if you've paid a fee in the last 3 months. However you must have been eligible when you paid the fee.

If you're applying for a refund, answer questions 7 to 11 with information about your circumstances at the time you paid the fee. You should also include 'proof of payment' of the fee with your application, eg a receipt or bank statement.

Your savings and investments (questions 7 and 8)

Start by adding up your savings. **If you have a partner, remember to include their savings too.** (See information about 'Your status' on page 3 if you're not sure whether to include your partner's savings).



What to include in savings and investments:

- money in ISAs and any other savings account
- joint savings accounts that you share with your partner
- fixed rate or investment bonds
- any lump sum (eg a redundancy payout)
- stocks and shares
- trust funds (or any other kind of fund)
- second homes
- any money or property outside the UK



Don't include the following in your savings total:

- wages or benefits
- joint savings accounts that you share with your partner if your case concerns divorce or gender recognition (see more about 'Your status' on page 3)
- personal pensions
- capital value of self-employed businesses
- student loans
- unfair dismissal awards
- money from the criminal injury compensation scheme
- medical negligence or personal injury awards
- any compensation under a statutory scheme in respect of Mesothelioma

If you have less than £3,000 in savings, you'll be able to get help with your fee, as long as you receive certain benefits (see page 7) or are on a low income (see page 11).

If you've got more than £3,000 in savings, see the table below.

Your court or tribunal fee is:	You must have less than this amount in savings and investments:
Up to £1,000	£3,000
Between £1,001 – £1,335	£4,000
Between £1,336 – £1,665	£5,000
Between £1,666 – £2,000	£6,000
Between £2,001 – £2,330	£7,000
Between £2,331 – £4,000	£8,000
Between £4,001 – £5,000	£10,000
Between £5,001 – £6,000	£12,000
Between £6,001 – £7,000	£14,000
£7,001 or over	£16,000

If you're 61 or over and you've got £16,000 or less in savings, you may be able to get help with your fee.

If you have more than this amount it is unlikely that you'll be able to get financial help.

Benefits (question 9)

You'll be able to get help with fees if you only have a small amount of savings (see page 6) and you're receiving one of these benefits:

- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Income Support
- Universal Credit (and you're earning less than £6,000 a year)
- State Pension (with Guarantee Credit)
- Scottish Legal Aid

We'll contact the Department for Work and Pensions to confirm that you are (or were) getting one of these benefits. We may also contact you if we need to see additional evidence.

If you've only recently started receiving one of these benefits

(for example, in the last few days), our staff may not be able to confirm your eligibility with the Department for Work and Pensions. In this case you should provide a letter from the job centre.

Children living with you, or who you support financially (question 10)

You need to give details of any children you support financially.

This includes children who are:

- under 16 and living at home with you
- between 16 – 19, single, living at home with you and in full-time education (not including studying for a degree or other higher education qualification). See: gov.uk/child-tax-credit-when-child-reaches-16
- a child who doesn't live with you, but you (or your partner) pay regular maintenance for them

Your total monthly income (question 11)

Write down how much money you get every month **before** any tax or National Insurance payments have been taken off.

What to include as income:

- wages
- some benefits (see the list on pages 10–11 for benefits you shouldn't include)
- pensions (state, work or private without guarantee credit)
- rent from anyone living with you and other properties that you own
- payments from relatives
- maintenance payments, eg from an ex-spouse
- income from selling goods publicly or privately, including over the internet

Where to find information about your income

Wages	<p>Your monthly total (before tax and national insurance payments) should be on your payslip if you get one.</p> <p>If you get paid weekly multiply your weekly pay by 52, then divide it by 12. This will give you a monthly total.</p> <p>If you're self-employed and earn a different amount each month, divide your gross yearly income from the last financial year by 12. Use this figure as your monthly total.</p>
Child Benefit, Working Tax Credit and Child Tax Credit	<p>You can usually find the monthly amount on the last page of the letter from HM Revenue and Customs (HMRC) confirming that you're receiving Child Benefit, Working Tax Credit or Child Tax Credit.</p>

Contribution-based Jobseeker's Allowance (JSA), Contribution-based Employment and Support Allowance (ESA), and Universal Credit	<p>You can usually find the monthly amount on the letter from the Department for Work and Pensions (DWP) confirming that you're receiving the benefit.</p> <p>You should only include Universal Credit as income if you're earning more than £6,000 a year.</p>
Pensions	Your monthly pension amount should be on your pension statement.
Prisoner Income and Expenditure Statement	You can find monthly income amount on your Prisoner Income and Expenditure Statement if you're a prisoner.

Include your partner's income

If you have a partner, remember to include any money they receive too. See information about 'Your status' on page 3 if you're not sure whether to include your partner's income.

Other monthly income

If you get money from somewhere else (that's not one of the benefits listed above or in question 9), you can enter it in the last row of the table about your income, where it says 'Other monthly income'.

If you live outside the UK

Convert your monthly income into pounds sterling (GBP) using the current exchange rate. Our staff will allow for small changes in the exchange rate from when you complete your application to the date it is assessed.



Don't include these benefits as income:

- Armed Forces Independence Payment (AFIP)
- Attendance Allowance
- Back to Work Bonus
- Bereavement Allowance
- Budgeting Advances paid under Universal Credit
- Budgeting Loan
- Carer's Allowance
- Carer Element of Universal Credit
- Childcare Element of Working Tax Credit
- Childcare Element of Universal Credit
- Cold Weather Payment
- Constant Attendance Allowance
- Direct payments made under Community Care, Services for Carer and Children's Services
- Disability Living Allowance (DLA)
- Disabled and Severely Disabled elements of Child Tax Credit
- Disabled and Severely Disabled Child elements of Working Tax Credit
- Disabled and Severely Disabled Child elements of Universal Credit
- Exceptionally Severe Disablement Allowance
- Financial support under an agreement for the foster care of a child
- Funeral Payment
- Housing Benefit
- Housing Credit Element of Pension Credit
- Housing Element of Universal Credit
- Industrial Injuries Disablement Benefit
- Independent Living Fund payments

- Limited Capability for Work Element of Universal Credit
- Personal Independence Payment (PIP)
- Any pension paid under the Naval, Military and Air forces etc (Disablement and Death) service Pension Order 2006
- Severe Disablement Allowance
- Short Term Benefit Advances (STBAs)
- Universal Credit Advances
- Widowed Parent's Allowance

How your income affects whether you can get help with your fee

You'll be able to get help with fees if you only have a small amount of savings (see page 5) and your monthly income is less than the amount in table 1.

Table 1	Single	Part of a couple
Maximum income	£1,085 plus £245 for each child you have	£1,245 plus £245 for each child that you have
For example:		
1 child	£1,330	£1,490
2 children	£1,575	£1,735

If your monthly income is:

- **less than the amount in table 1** (and you also have less than the amount of savings on page 5), then you won't have to pay your fee
- **more than the amount in table 1**, see table 2 below

Table 2	Single	Part of a couple
Maximum income	£5,085 plus £245 for each child you have	£5,245 plus £245 for each child you have
For example		
1 child	£5,330	£5,490
2 children	£5,575	£5,735

If your monthly income is:

- **less than the amount in table 2** (and you also have less than the amount of savings on page 5), you may be eligible for some money off your fee. See 'Paying part of the fee' below
- **more than the amount in table 2**, you won't be able to get help with your fee

Paying part of the fee

Follow these steps to work out how much money you could get off your fee.

1. Start with your monthly income and subtract the amount in table 1 that applies to your situation.
2. Round the figure down to the nearest £10. For example, £428 becomes £420.
3. Divide this amount by 2 to get the amount you'd have to pay.

Write a cheque for the amount you've calculated and submit it along with your application for help with fees. Cheques should be made payable to HM Courts & Tribunals Service.

If you're not sure how much you should pay, our staff can work it out and let you know.

Providing evidence of your income

You may get a letter from the court or tribunal asking for evidence of your income. If this happens, you'll need to send bank statements as well as payslips, letters from the jobcentre or tax returns. Our staff will tell you exactly what they need to see.

You don't need to send any evidence of your income unless you get a letter asking for it.

Signing the form (question 13)

You must sign and date the declaration and statement of truth to confirm all the information you have given is true. If you are found to have been deliberately untruthful or dishonest, criminal proceedings for fraud can be brought against you.

Only you can sign and date the declaration and statement of truth.

Multiple claims or applications

In some courts and tribunals there are cases where two or more people are named on the same claim form. This is known as a multiple claim or application.

In a multiple claim or application, everyone involved is responsible for the fees that need to be paid. Each person should make a separate 'Help with fees' application.

If one of the group does not qualify for help with the fee then they'll have to pay it.

No-one will have to pay more than they would have done if they had applied on their own.

Where to send your application

Court and tribunal fees

Send your completed form to the court, tribunal or probate office handling your case or claim.

You can find contact details at: gov.uk/find-court-tribunal

Employment tribunal fees

If you're in England or Wales , send your form to:	If you're in Scotland , send your form to:
Employment Tribunal Central Office or Employment Appeal Tribunal Central Office PO Box 10218 Leicester LE1 8EG (DX 743093 Leicester 35)	Employment Tribunals Central Office or Scotland Employment Appeal Tribunal Fees PO Box 27105 Glasgow G2 9JR (DX 580003 Glasgow 17)

What happens next

Our staff will aim to process your application in 5 working days. You'll receive a letter if your application is unsuccessful, or if you need to provide more information. For example, you may be asked to send evidence of your income.

How to appeal

You can appeal if your application for help with your fee is unsuccessful and you don't agree with the decision.

You need to write to the court or tribunal's 'delivery manager' by the date stated in your refusal letter (this will usually be about 14 days from when you receive the letter). Say why you are not happy with the decision and include any evidence that will support your appeal.

You will hear from the delivery manager within 10 working days.

If the delivery manager refuses your appeal, you have the right to contact the court or tribunal's 'operations manager' within 14 days from the date your appeal was refused. They will look at your application for an appeal and make a final decision.

If you are likely to experience exceptional hardship

You can ask the court or tribunal's delivery manager to reconsider your application if not getting help with your fee will cause you exceptional hardship. Hardship is understood as having a significant impact on your day-to-day life, eg you won't be able to pay your rent.

The delivery manager will ask you about your income, savings and expenses. They'll also want to know about why you'll suffer exceptional hardship if you have to pay your fee.

You won't be considered at risk of exceptional hardship simply because of your status, for example if you're unemployed, a seasonal or part-time worker, student or prisoner.

What to do in an emergency

If you need a decision more quickly than 5 working days, the court or tribunal delivery manager can make a decision about whether you can get help with your fee.

Emergencies include cases involving:

- suspending an eviction
- debtor insolvency petition
- children or vulnerable adults
- domestic violence
- injunctions
- 'out of hours' provisions at the Royal Courts of Justice

Useful contacts

Citizens Advice

www.citizensadvice.org.uk

www.adviceguide.org.uk

or check the Yellow Pages for
your local office

Civil Legal Advice

www.gov.uk/civil-legal-advice

Scottish Legal Aid Board

www.slab.org.uk

0131 226 7061

Department for Work and Pensions

www.gov.uk/dwp

HM Courts & Tribunals Service

[www.gov.uk/government/
organisations/hm-courts-and-
tribunals-service](http://www.gov.uk/government/organisations/hm-courts-and-tribunals-service)

HM Revenue and Customs

www.hmrc.gov.uk

Tax Credit Helpline

0345 300 3900

Jobcentre Plus

www.gov.uk/contact-jobcentre-plus

0345 604 3719

The Pension Service

www.gov.uk/contact-pension-service

0800 731 7898

Scottish Public Pensions Agency

www.sppa.gov.uk

01896 893000

If you need this leaflet in an alternative format, for example in large print, please contact your local court or tribunal for help.

If you have a disability that makes going to a court or tribunal or communicating difficult, please contact the court or tribunal and they will be able to help you.

You can find contact details for all our courts and tribunals online at: gov.uk/find-court-tribunal